



# **FINANCE REPORT**

June 2018 Board Meeting

Financial Reports for the Month Ending May 31, 2018

# FY-2018 Operation Budget Projections

As of May 31, 2018



Year-To-Date Expenditures  
\$79,631,776



Balance before Enc.  
\$16,241,418



Less: Remaining Travel Budget  
\$87,197



Less: Pending Encumbrances  
\$4,000,000



Encumbrances  
\$13,290,855



Less: Remaining Payroll Budget  
\$8,562,477



Less: Restricted Funds  
\$625,165



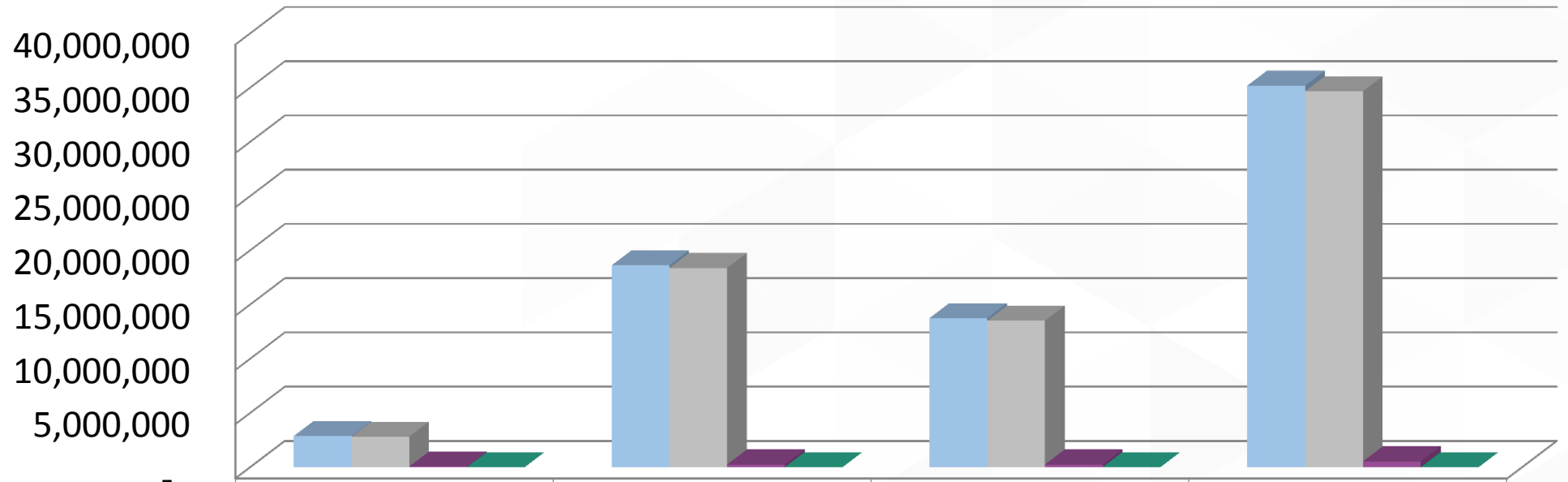
Available Balance  
\$2,966,579



**FY-2018 Budget Work Program \$109,164,149**

# FY-2018 Payroll Costs









As of May 31, 2018



■ YTD Budget	2,854,596	18,591,677	13,727,522	35,173,795
■ YTD Expenditures	2,803,989	18,354,842	13,489,795	34,648,626
■ YTD Actual to Budget Variance	50,608	236,835	237,727	525,169
■ % Variance	1.8%	1.3%	1.7%	1.5%

# GENERAL REVOLVING FUND REVENUE

As of May 31, 2018

	Revenue Source	FY-18 Budget	Budget to Date	Receipts	In-Transit	Over (Under) Variance
	SSI and SSA	\$ 200,000	\$ 183,333	\$ 193,892	\$ -	\$ 10,559
	Income from Rent	9,576	8,778	11,681	-	2,903
	School Breakfast/Lunch Program	248,000	227,333	224,203	1,026	(2,105)
	Refunds & Reimbursements	348,693	319,635	341,288	-	21,653
	Sales	17,000	15,583	17,104	-	1,521
	Other Receipts	38,900	35,658	29,402	60	(6,196)
	Charter School State Aid/Grants	898,956	824,043	812,938	21,134	10,029
	Child Support	200,000	183,333	127,084	877	(55,373)
	Total Revolving Funds	\$ 1,961,125	\$ 1,797,698	\$ 1,757,592	\$ 23,096	\$ (17,009)
	<b>Note: On Hold State Aid, \$149,739</b>					

# Federal Programs Revenue

As of May 31, 2018

FFP Revolving Fund	Projected Annual Revenue	Projected YTD Revenue	Actual Revenue	In-Transit	Variance
Targeted Case Mgmt. (TCM)	\$ 3,600,000	\$ 3,300,000	\$ 2,343,118	\$ 69,770	\$ (887,112)
Res. Behavioral Mgmt. (RBMS)	6,100,000	5,591,667	4,936,911	7,662	(647,094)
Grants (EOP/JABG/Formula/PREA) Fund 4XX	577,586	529,454	525,971	0	(3,483)
DAC-RSAT/PREA	53,555	49,092	50,036	1,666	2,610
IV-E Shelter	170,000	155,833	87,327	0	(44,758)
Indirect Cost Reimbursement (OHCA)	<u>175,000</u>	<u>160,417</u>	<u>146,898</u>	<u>0</u>	<u>(13,519)</u>
Total	\$ 10,676,141	\$ 9,786,463	8,090,261	\$ 102,847	\$ (1,593,355)

# 700 FUND ACCOUNTS

As of May 31, 2018

## TRUST FUND

Established to account for all the funds a juvenile received or expended while in OJA custody.

**\*\*Cash Balance as of 05/31/2018 was \$241,129**  
Approximately \$17,836 is current



## DONATION FUND

Established to account for all the funds a juvenile received or expended while in OJA custody.

**Cash Balance as of 05/31/2018 was \$1,310**



## CANTEEN FUND

Established to account for all the funds a juvenile received or expended while in OJA custody.

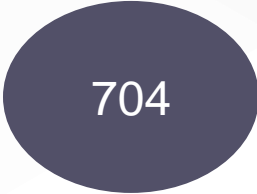
**Cash Balance as of 05/31/2018 was \$5,967**



## VICTIM RESTITUTION FUND

Established to account for all the funds a juvenile received or expended while in OJA custody.

**Cash Balance as of 05/31/2018 was \$9,696**



# EMERGENCY PURCHASES

As of May 31, 2018



No.	Date	Location	Description	Amount
EMR2018-005	05/05/2018	COJC	Repair Rooftop A/C (Kitchen)	\$8,121.57



# SOLE SOURCE PURCHASES

As of May 31, 2018



There were no sole source purchases since the last Board meeting



**Thank You!**

## Follow Us



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OklahomaOJA



Office of Juvenile Affairs

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Oklahoma City, OK 73118

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# Oklahoma Youth Academy Charter School

## Combined Statement of Revenues, Expenditures and Changes in Fund Balances

### As of May 31, 2018

<u>2017-2018</u>	OJA General and Revolving Funds	Fund 250	Totals as of 05/31/2018	COJC	SOJC	Total
<b>Revenues</b>						
State Aid	\$ -	\$ 624,340.95	\$ 624,340.95	\$ 312,170.49	\$ 312,170.46	\$ 624,340.95
Title I N&D	-	153,772.93	153,772.93	76,089.97	77,682.96	153,772.93
IDEA-B		33,850.29	33,850.29	23,400.70	10,449.59	33,850.29
STEM		973.80	973.80	973.80		973.80
Child Nutrition Program _Breakfast	-	86,394.06	86,394.06	46,061.31	40,332.75	86,394.06
Child Nutrition Program _Lunches	-	137,808.93	137,808.93	73,465.43	64,343.50	137,808.93
Refunds		2,199.93	2,199.93	2,051.80	148.13	2,199.93
Office of Juvenile Affairs **	1,138,789.68		1,138,789.68	623,389.09	515,400.59	1,138,789.68
<b>Total Revenues</b>	<b>\$ 1,138,789.68</b>	<b>\$ 1,039,340.89</b>	<b>\$ 2,178,130.57</b>	<b>\$ 1,157,602.59</b>	<b>\$ 1,020,527.98</b>	<b>\$ 2,178,130.57</b>
<b>Expenditures</b>						
Payroll Expenses	\$ 1,062,299.03	\$ 847,215.76	\$ 1,909,514.79	\$ 996,989.86	\$ 912,524.93	\$ 1,909,514.79
Professional Services	6,250.00	1,150.00	7,400.00	3,700.00	3,700.00	7,400.00
Training and Travel	5,107.91	2,678.02	7,785.93	5,258.56	2,527.37	7,785.93
Operational Expenses	26,374.09	152,776.43	179,150.52	82,030.41	97,120.11	179,150.52
Equipment and Library Resources	38,758.65	-	38,758.65	8,280.95	30,477.70	38,758.65
<b>Total Expenditures</b>	<b>\$ 1,138,789.68</b>	<b>\$ 1,003,820.21</b>	<b>\$ 2,142,609.89</b>	<b>\$ 1,096,259.78</b>	<b>\$ 1,046,350.11</b>	<b>\$ 2,142,609.89</b>
Excess of revenues over (under) expenditures	\$ -	\$ 35,520.68	\$ 35,520.68	\$ 61,342.81	\$ (25,822.13)	\$ 35,520.68
Fund Balances July 1, 2017	-	86,205.15	86,205.15	19,770.36	66,434.79	86,205.15
Fund Balances 2016-2018 School Year	\$ -	\$ 121,725.83	\$ 121,725.83	\$ 81,113.17	\$ 40,612.66	\$ 121,725.83
<b>**OJA Funds</b>						
Fund 19701	\$ 259.63					
Fund 19801	\$ 988,409.11					
Fund 20000	\$ 2,118.92					
Fund 20500	\$ 148,002.02					
	<b>\$ 1,138,789.68</b>					



**Office of Juvenile Affairs**  
**Oklahoma Youth Academy**  
**Encumbrances for Approval - School Year 2017-2018**  
**June 13, 2018 Board Meeting**

Encumbrance#	Description	Vendor	Campus		Total
			COJC	SOJC	
2018-077	Portable Evaporated Cooler	Grainger		2,914.28	2,914.28
2018-078	Reimbursement-Teacher Certificate	Melissa Monson		149.95	149.95
2018-079	1 year Subscription, magazine	American History		26.00	26.00
2018-080	24 issues of Motor Trend Magazine	Motor Trend		18.00	18.00
2018-081	24 issues of Motor Trend Digital	Motor Trend		14.99	14.99
2018-082	Handbook - Living on the Outside	Channing Bete Company		52.06	52.06
2018-083	Reimbursement - Teacher examination fees	Elizabeth Parker		262.00	262.00
2018-084	Reimbursement - Teacher examination fees	Laura Thompson		525.00	525.00
2018-085	Teacher/Support Staff of the Year	Midwest City Trophy	<u>250.00</u>	<u>250.00</u>	<u>500.00</u>
	<b>Total</b>		<b>250.00</b>	<b>4212.28</b>	<b>4462.28</b>



# Office of Juvenile Affairs Oklahoma Youth Academy

## Encumbrances for Approval - School Year 2018-2019 June 13, 2018 Board Meeting

Encumbrance#	Description	Vendor	Campus		
			COJC	SOJC	Total
2019-001	Payroll	All School Employees	1,612,142.67	1,177,430.34	2,789,573.02
2019-002	Adaptive/Fixed Form Assessment License	Ingenuity	11,000.00	11,000.00	22,000.00
2019-003	Telecommunication Services	AT&T	1,500.00	1,500.00	3,000.00
2019-004	Teachers training registration	Authority Order P-Card/TBD	200.00	200.00	400.00
2019-005	Books	Authority Order P-Card/Complete Books	500.00	500.00	500.00
2019-006	Drinking water for the office	Authority Order P-Card/Culligan Water	440.00	440.00	600.00
2019-007	Lodging - principal/Special Ed Director	Authority Order P-Card/Hotels	600.00	1,000.00	1,600.00
2019-008	Teachers training registration	Authority Order P-Card/OK Dept of Vo-Tech	125.00	125.00	250.00
2019-009	School Automotive Supplies	Authority Order P-Card/South Central Industries	700.00	700.00	1,400.00
2019-010	Copiers Lease	Authority Order P-Card/Standley System	4,500.00	4,500.00	8,000.00
2019-011	Office and school supplies	Authority Order P-Card/Staples	2,000.00	2,000.00	2,600.00
2019-012	Office and school supplies	Authority Order P-Card/Supreme School Supply	150.00	-	150.00
2019-013	Food and condiments	Authority Order P-Card/Sysco	100,000.00	100,000.00	200,000.00
2019-014	Toners	Authority Order P-Card/Valley Laser		600.00	600.00
2019-015	Graduation Expenses	Authority Order P-Card/Walmart	400.00	400.00	800.00
2019-016	Cleaning Supplies, furniture, etc	Authority Order P-Card/OCI	1,000.00	1,000.00	2,000.00
2019-017	Maintenance, etc.	Authority Order P-Card/WW Grainger	100.00	100.00	200.00
2019-018	Library Software	Book Systems		800.00	800.00
2019-019	Psych-Educational Evaluation	Educational Diagnostic Testing Services	7,500.00	7,500.00	15,000.00
2019-020	Unemployment	Employment Security Commission	5,000.00	5,000.00	6,000.00
		Subtotal	1,747,857.67	1,314,795.34	3,053,473.02



# Office of Juvenile Affairs

## Oklahoma Youth Academy

### Encumbrances for Approval - School Year 2018-2019

#### June 13, 2018 Board Meeting

2019-021	Deep Freeze/Insight Software(monitoring PC activities)	Faronics	2,401.00	2,400.00	4,801.00
2019-022	Administrator Software(monitoring Chromebooks activities)	GoGuardian	1,282.50	1,282.50	2,565.00
2019-023	E-rate management services	Kellogg & Sovereign Consulting	1,500.00	1,500.00	3,000.00
2019-024	Grade Book, Personnel Records, Accounting System	Municipal Accounting System	4,350.00	4,350.00	8,700.00
2019-025	FICA Savings, Surety Bonds	Office of Management Enterprise Services	5,000.00	5,000.00	10,000.00
2019-026	Federal Match	Teachers Retirement System	10,000.00	10,000.00	20,000.00
2019-027	Continuing Education-Treasurer/Encumbrance Clerk	TBD	500.00	500.00	1,000.00
2019-028	Treasurer/Encumbrance Clerk Training	TBD	500.00	500.00	1,000.00
2019-029	Auditor's Fee	TBD	3,000.00	3,000.00	6,000.00
2019-030	Treasurer, Encumbrance & Minute Clerk, Consultant	Office of Juvenile Affairs	40,000.00	40,000.00	80,000.00
2019-031	Canteen employees, food handling	Office of Juvenile Affairs	25,000.00	25,000.00	50,000.00
2019-032	Psych-Evaluation Materials	Pearson Clinical Assessment	544.30	544.29	1,088.59
2019-033	Principal and Special Ed Director Lodging	Holiday Inn-Shawnee	4,000.00	4,000.00	8,000.00
2019-034	Internet Service	OneNet	30,000.00	46,800.00	76,800.00
2019-035	Chrome Books	Dell	3,800.00	3,800.00	7,600.00
2019-036	Registration	CCOSA	100.00	100.00	200.00
2019-037	Registration	OK Assn for Supervision and Curriculum Development	125.00	125.00	250.00
2019-038	Registration	OK Dept of Career & Technology		30.00	30.00
2019-039	Periodicals - Newsweek Magazine	Newsweek LLC	99.00	99.00	99.00
2019-040	Periodicals - Readers' Digest	TMB	15.00	15.00	15.00
		Subtotal	132,216.80	149,045.79	281,148.59



# Office of Juvenile Affairs Oklahoma Youth Academy

## Encumbrances for Approval - School Year 2018-2019

### June 13, 2018 Board Meeting

2019-041	Periodicals - ESPN Magazine	ESPN Magazine	29.95	29.95	59.90
2019-042	Periodicals - Highlights Magazine	Highlights for Children	39.96	39.96	79.92
2019-043	Periodicals - Time Magazine	Time Consumer Service	40.00	40.00	80.00
2019-044	Periodicals-USA Newspaper	USA Today	225.00	225.00	450.00
2019-045	Periodicals-National Geographic	National Geographic	71.88	71.88	143.76
2019-046	Travel Reimbursements	OYA Employees (blanket requisitions)	2,000.00	2,000.00	4,000.00
2019-047	Online Comprehensive Score Reporting, etc	Riverside Publishing (Houghton Mifflin)	1,191.84	1,191.83	2,383.67
2019-048	Annual domain (e-mail & website)	GoDaddy.com	10.00	10.00	20.00
2019-049	Reimbursement of Teachers' Certification fee	Various teachers (TBD)	300.00	300.00	600.00
2019-050	Woodcock Johnson Achievement Standard	Houghton Mifflin Harcourt	198.70	198.70	397.40
2019-051	Vineland-3 Parent Kit and Teacher Form	Pearson Clinical Assessment	341.73	371.73	713.46
2019-052	Student Headphones (100)	Smith Gear	114.50	114.50	229.00
2019-053	Multimedia proejct ceiling mount kit	Dell		200.00	200.00
2019-054	Replacement Lamb for V30 Project	Video Reality, Inc.		104.00	104.00
	Total 2018-2019 Encumbrances ***		1,884,638.03	1,468,738.68	3,344,082.72

\*\*\* Estimates only – board will be advised of any that need increases during the year and will be provided final totals after books are closed after the end of FY19





# Governor's State Advisory Group (SAG) on Juvenile Justice & Delinquency Prevention

# Oklahoma SAG

- Authorized by the Juvenile Justice & Delinquency Prevention (JJDP) Act of 2002
  - Members are appointed by Chief Executive Officer of the State
  - Provide input and feedback on the state Juvenile Justice and Delinquency Prevention Plan
  - Members are given the opportunity to review and provide feedback on all grant applications

# SAG RECOMMENDED PROGRAM AREAS:

- Disproportionate Minority Contact (Minority Overrepresentation)
- Delinquency Prevention
- Native American Tribes

# SAG Recommendations for Continuation Funding for Delinquency Prevention

Sub-grantee	SFY Award Amount (July 1, 2017-June 30, 2018)	Funding Year	Eligible Award Amount
Girl Scouts of Eastern OK	\$50,000	Year II	\$45,000.00
Little Dixie Community Action	\$50,000	Year II	\$45,000.00
McClain Garvin Youth and Family	\$49,655.00	Year II	\$44,689.50

# SAG Recommendations for Continuation Funding for Delinquency Prevention (Strengthening Families)

\* Continuation Funding Amounts are Dependent Upon Final Expenditures for SFY 2018

Sub-grantee	Base Amount (Total for 3 Year Period)	Year I (SFY 2017) Amount Expended	Projected Year II (SFY 2018) Amount	Projected Final Year Amount (SFY 2019) \$150,000-Year I and II Expenditures
Choctaw Pushmataha Youth	\$150,000	\$69,346.69	\$51,228	\$29,425.31
Hope for Generations	\$150,000	\$55,943.67	\$59,370	\$34,686.33
Northern Oklahoma Youth	\$150,000	\$54,845.43	\$51,039	\$44,115.57
Okmulgee Okfuskee Youth	\$150,000	\$65,694.54	\$48,673	\$35,632.46

# SAG Recommendation for Continuation Funding for Native American Tribes

Sub-grantee	Year I (SFY 2017)	Year II (SFY 2018)	Year III (SFY 2019)
Ponca Tribe of Oklahoma	\$75,000	\$67,500	\$60,750





# Office of Juvenile Affairs

## Proposed FY19 Budget

	Program	FY18	Pay Increase	Other Changes	Prop. FY19 Budget	%
1	Community Services	50,352,948	7,923	-	50,360,871	46.13%
2	Juvenile Services Unit	20,628,804	532,308	(744,218)	20,416,894	18.70%
3	Institutional Services	29,924,550	894,770	-	30,819,320	28.23%
4	Delinquency Prevention Grants	996,532	3,725	-	1,000,257	0.92%
5	Information Technology	2,330,659	-	-	2,330,659	2.13%
6	Santa Claus Commission	20,000	-	-	20,000	0.02%
7	Administration and Oversight	4,142,285	86,032	-	4,228,317	3.87%
	Total	108,395,778	1,524,758	(744,218)	109,176,318	100%
	Note: Reduced due to loss of TCM revenue caused by lower caseloads					



# OFFICE OF JUVENILE AFFAIRS

FY2020-2027 CAPITAL IMPROVEMENT PLAN  
AND FY2020 CAPITAL BUDGET REQUEST

# FY2020-2027 CAPITAL IMPROVEMENT PLAN AND FY2020 CAPITAL BUDGET REQUEST- SUMMARY

	Description	Amount
1	SWOJC Walk-in Freezers and Refrigerator ( <i>Same as Last Year</i> )	\$ 80,000
2	COJC Kitchen Appliances (Oven, Cooktop, Convection Oven (2) ( <i>Same as Last Year</i> )	35,000
3	COJC Ropes Course ( <i>Same as Last Year</i> )	75,000
4	COJC Radio Replacement ( <i>Same as Last Year</i> )	70,000
5	IT Desktop & Mobile Computers (JSU) ( <i>increased by \$400,000</i> )	600,000
6	IT Desktop Computers (Institutions & State Office) ( <i>increased by 280,000</i> )	480,000
7	Transportation Fleet Replacements (Statewide) ( <i>Same as Last Year</i> )	825,000
8	Detention Centers Upgrades ( <i>New</i> )	285,470
9	Modernization of Office Equipment (Statewide) ( <i>New</i> )	<u>25,000</u>
	<b>Total</b>	<b>\$2,475,470</b>

# 1-SWOJC- Walk-in Freezers and Refrigerator-

## \$ 80,000

- ▣ Replace two existing walk-in freezers and two existing walk-in refrigerators in the Food Service Department. The existing walk-in freezers and refrigerators are 18 years old and have experienced considerable wear and tear over the years. A new system is needed to ensure proper storage of food that is prepared at the facility.
- ▣ Any items purchased will be transportable to Next Gen Facility.
- ▣ *Note: Funding has been recommended in FY19 Budget, per CIP 2019-2026, possibly to be funded from the Maintenance of State Buildings Revolving Fund (MSBRF).*

## 2-COJC KITCHEN APPLIANCES - \$ 35,000

- ▣ COJC is in need of new appliances in the Food Service Department. All have had the use limits extended past the depreciated and actual value years. COJC Food Service has indicated that the matrix of cooking and cleaning appliances is of the correct proportion but need constant service, or performance is poor. The following appliances need replacement in this order: one gas oven with gas burners, and two electric convention ovens.

### 3 - COJC ROPES COURSE -

\$ 75,000

- ▣ COJC will build a ropes course which will be used to teach residents self confidence, team building and personal development.

## 4 - COJC-RADIO REPLACEMENT - \$ 70,000

- ▣ Replace 130 radios, 60 chargers and 130 batteries.
- ▣ *Note: Steve Rose is working on to come up with any updates, changes on the cost.*



## 5 - IT Desktop & Mobile Computers (JSU) – \$600,000

- ▣ To provide mobile computing devices such as tablets to field workers and laptops to supervisors to enter data directly into the system while conducting intake interviews, periodic status checks, and home studies. Entering data timely provides current, accurate information for decision making concerning treatment (Dell tablets @ 2,000 each for 300 workers/supervisors).

## 6 - INFORMATION TECHNOLOGY- DESKTOP COMPUTERS - \$480,000

- ▣ This Project proposes to replace approximately 400 desktop. The workstations will have increased processing capacity, up to date technology and renewed reliability. Currently, over 75% of the computer network has workstations that are over five years old and their performance is derogated with software (estimate of 400 workstations @ \$ 1,200 each).

## 7 - STATE OFFICE AGING TRANSPORTATION FLEET REPLACEMENT- \$ 825,000

- ▣ This project will replace worn and aging vehicles with new vehicles to insure dependability and reduce repair expenses. Currently, over 83% of the agency's vehicles exceed OMES vehicle replacement guidelines with approximately 62% at least 5 years old and 20% have odometer readings greater than 150,000 miles (There are 5 full cage and 19 partial cage vehicles that are at high risk).

# 8 - DETENTION CENTER UPGRADE – \$ 285,470

Detention Center	Description	Amount
Brian County	Flooring/Dishwasher	\$4,950
Comanche County	Doors, Rec Yard Re-surfacing, Perimeter Fence.	84,282
Craig County	Drainage of Rec Yard	14,780
Oklahoma County	Shower Lights, Roof Repair, Extended Warranty on locks, Doors, Kitchen AHU, Laundry Equipment, Lexan in Vestibule	125,457
Pittsburg Co.	Dry Wall	10,000
Woodward Co.	Flooring	45,000
	Total	\$284,469

## 9 - MODERNIZATION OF OFFICE EQUIPMENTS, FURNITURE- \$25,000

- ▣ The current office furniture that OJA currently uses in the State Office and District and County offices are old and exceeded their useful life. It is imperative to replace some of the real old furniture with new and ergonomically designed ones which would improve efficiency and productivity.



# OFFICE OF JUVENILE AFFAIRS NEXT GENERATION FACILITY



**FACILITIES COMMITTEE UPDATE TO  
BOARD OF JUVENILE AFFAIRS  
JUNE 13, 2018**







# Next Generation Campus Kickoff Meeting



- On June 6, 2018, OJA meet with the DLR team at COJC for a “Kickoff” meeting (see agenda).
- Key conversations:
  - Phasing of cottage construction
  - Location of Maintenance Building – inside or outside fence
  - Number of Cottages/Beds needed
  - Security materials within each Cottage
  - Incentives for early completion (relative to current timeline)
- Excellent discussions and exchange of information

# Current Issues

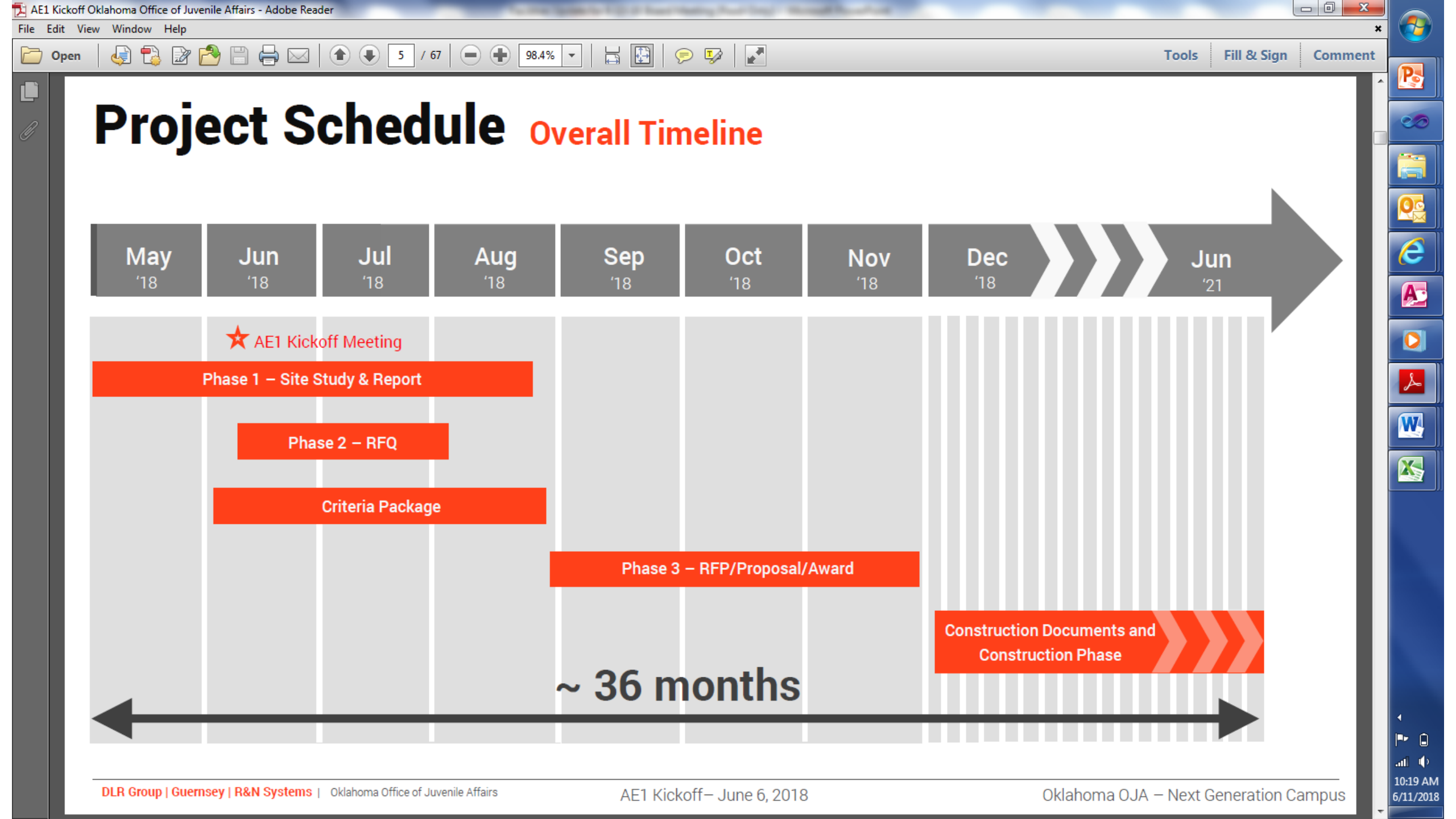


- Precise location of Maintenance Building
  - topographical study
  - Obtain an accurate boundary survey and history of property
- Approximate location of Construction/Emergency access road.
- Resolve fire suppression needs by deciding on best method among available options.

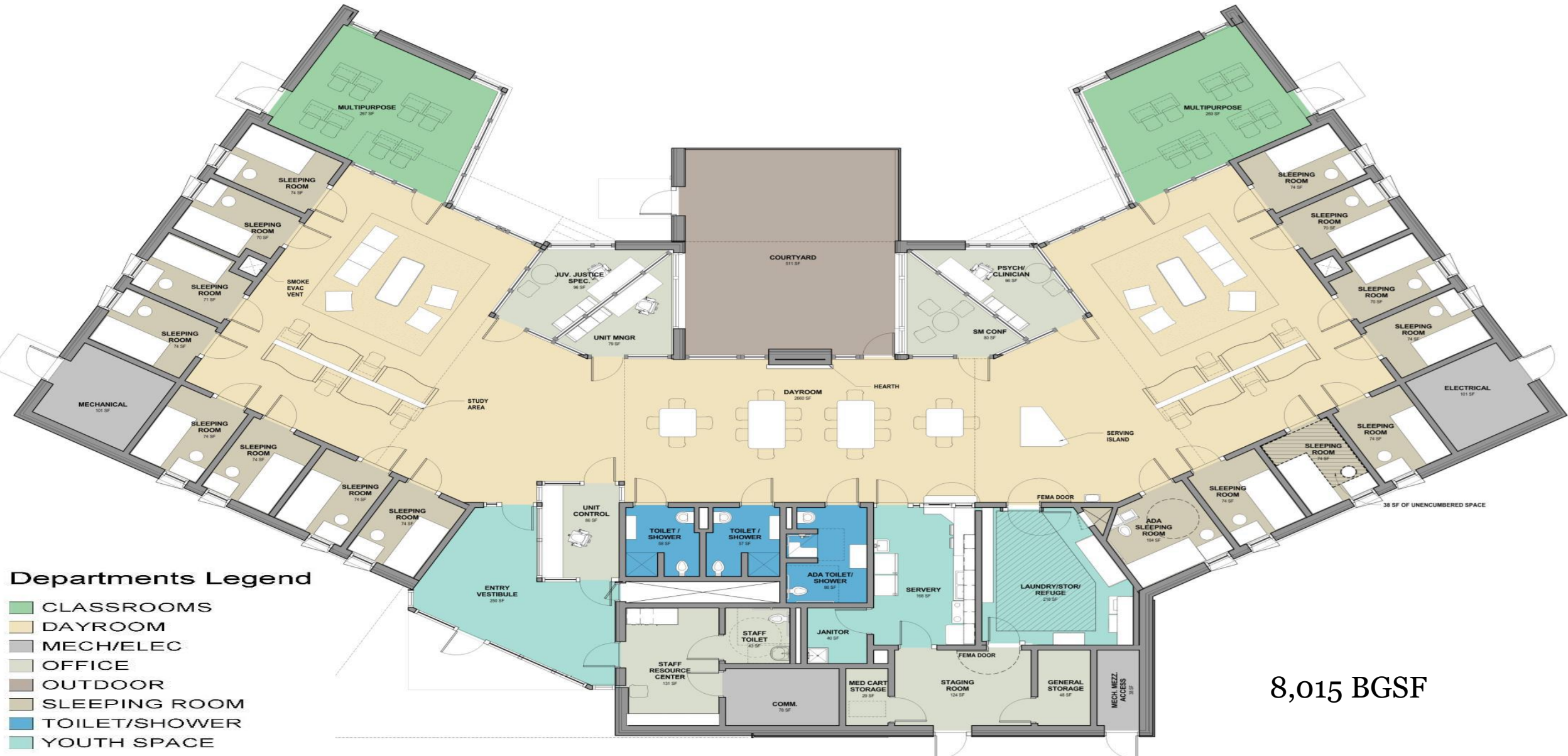
# Timeline Issues



Inherent Inefficiencies	Possible Efficiencies
1. Government Procurement – Process dictated by title 61. Three stage process	1. Liquidated Damages: Charge the contractor the cost of missing deadlines. (7k/Day)
2. Complicated staging due to security concerns – construction on an active 24/7/365 facility.	2. Incentive payments: The other side of liquidated damages. Finishing early saves money. Share that savings with contractor as an incentive. (7k/Day)
3. Significant unknowns – this will improve with construction progress. Building on a century old site. Poor records. Building on a “green field” would be simple in comparison.	3. Best Value Selection Criteria: Lowest cost is not always the best solution. Design-Build Institute of America (DBIA) recommends selection criteria as follows: 1/3 each, Technical, Cost, Duration. Timeline will be 33% of final decision.
4. Permits, certificates and inspections: e.g., Fire Marshal plan review and inspections.	4. Starting smaller projects that can be completed at least in part while conducting procurement process for main campus: e.g. Maintenance Building. (Maintenance Bldg)



# Housing Plan



8,015 BGSF

# WHAT'S NEXT



1. Reach agreement with City of Tecumseh on utilities.
  1. Sewer and water supply-Sewer issues are resolved. Water supply is no longer a concern, but still working on fire suppression.
2. Relocate maintenance inside or outside fence? Begin preparing property south of campus for construction, staging area, and possible borrow pits.
3. Submit LOI – Since OMES doesn't do this – OJA and DLR would issue letter to measure interest level in project and adjust approach if necessary – With the amount of inquiries about the project, this will not be necessary.
4. Work with Neighbors/City/County to obtain alternate facility access for construction/emergencies – Still an issue
- ~~5. Negotiate final agreement with DLR - Done~~
6. Continue to improve the master plan
7. Issue Request for Qualifications
8. Continue to develop criteria package
9. OMES to issue RFP/ITB and supervise evaluation/selection process according to Construction and Properties policies and procedures.
10. Determine stipend fee for 3 to 5 prospective design builders. Recommendation of 8 to 10K.

# Possible Future Action Item



- Change Master Plan from 9 Cottages with option to reduce to 8 or 7, to 8 Cottage with option to add or subtract 1 cottage.